

DUTY STATEMENT

DS 3022 (06/2019)

**OPERATIONS
FINANCIAL MANAGEMENT DIVISION
FINANCIAL SERVICES BRANCH
ACCOUNTING SECTION
REVOLVING FUND/CASHIERING/TRAVEL UNIT**

DUTY STATEMENT

JOB TITLE: Accountant I (Specialist)**POSITION #:** 472-533-4177-001

POSITION DESCRIPTION: The Accountant I (Specialist) will perform work at the semi-professional Accounting level in the Revolving Fund/Cashiering/Travel Unit (Unit). This position requires the incumbent to uphold the accountability for the Department of Developmental Services (DDS) Headquarters (HQ) and the State Operated Facilities (SOFs). In accordance to the State Administrative Manual (SAM) and DDS policies and procedures, the Accountant I (Specialist) will be responsible for posting transactions, setting up employee ID, correcting errors and maintaining cashiering logs. This position will perform work in the Financial Information System for California (FI\$Cal) accounting system.

SUPERVISION EXERCISED: None.

SUPERVISION RECEIVED: Reports to, and under supervision of, the Accounting Administrator I, Supervisor of the Revolving Fund/Cashiering/Travel Unit.

Essential Job Functions:

- 35% Process revolving fund requests as needed for HQ and SOFs. Post catch-up transactions in FI\$Cal for salary advances, travel, and miscellaneous revolving fund to generate voucher ID. Maintain the revolving fund check files and logs for HQ and SOFs. Process voucher corrections (i.e., void/cancel/delete).
- 35% Assist in researching various requests for check information, using the State Treasurer's Office Item Processing System. Issue stop payments, as needed. Process check replenishment on stale dated checks. Assist in posting deposits for revolving fund and general fund.

Marginal Job Functions:

- 15% Assist Accounting staff, when necessary. Effectively communicate and work with staff on any changes that may occur with revolving fund or disbursement of checks. Assist Unit staff in resolving problems, backlogs and help meet prompt payment requirements.
- 10% Assist Unit staff during monthly payroll process and distribution.
- 5% Assist in the preparation of various periodic financial and management reports and with year-end transactions.

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WORKING CONDITIONS: Work is performed in an open-spaced partitioned office environment. Must be able to move about, stand, reach, stoop or bend. Ability to use a personal computer approximately 70% of the time during an eight-hour shift. Able to use various office machines; copier, scanner, fax, etc. Must be able to transport or lift up to 25 pounds (files, boxes, books).

DESIRABLE QUALIFICATIONS:

Knowledge of: Excel, Word and accounting principles, practices and procedures.

Ability to: Analyze data and situations to accurately adopt an effective course of action. Prepare clear, complete, and concise reports. Establish and maintain cooperative relations with those contacted. Identify and implement process improvements to provide excellent customer service utilizing effective interpersonal and communication skills. Offer alternate outcomes involving varied levels of complexity and risk to supervisor/management. Be motivated with excellent organizational and time management skills. Be reliable and dependable.

CERTIFICATION OR LICENSE: None.

Employee Name
(Print)

Employee Signature

Date

Supervisor Name
(Print)

Supervisor Signature

Date

Employee and Supervisor acknowledge that by signing this Duty Statement that they have discussed and agree to the expectations of the position.